



Certificate of Appropriateness Major and Minor Alterations Chart

A Certificate of Appropriateness is not required for in-kind repair of materials which generally includes repair or replacement where there is no change in the design, materials, or general appearance of the structure, or to the interior of a structure. A Certificate of Appropriateness is required for other types of projects, including replacement of windows and doors, new construction, demolition, and relocation of a structure.

Minor Work requires review by Planning Division staff. If staff determines that the proposed work will have a significant visual impact from the public right-of-way or will have a significant impact on the integrity of the historic structure, the certificate of appropriateness shall be reviewed by the Historical Preservation Board.

Major Work shall require review by the Historical Preservation Board.

	Proposed Work	Routine Maintenance	Minor Work	Major Work
		No COA Required	Staff-level COA	Board-level COA
	Windows, Doors, Porches, Chimneys, Stoops, Handrails, and Skylights			
	<u>In-kind repair of</u> • windows • doors • porches • chimneys, stoops and handrails • skylights	X		
	<u>In-kind replacement of</u> Any of the following features located on the rear elevation of a principal structure: • windows • doors • porches • chimneys, stoops and handrails • skylights		X	
	<u>In-kind replacement of</u> Any of the following features located on the façade or side elevation of a principal structure: • windows • doors			X

	• porches • chimneys, stoops and handrails • skylights			
	Other Façade or Elevation Changes, not including the above			
	<u>In-kind repair or replacement of</u> • roofs, including eaves • architectural features other than those specifically called out • siding and masonry • stairs • finishes and surfaces • painting of previously painted surfaces* • awnings, canopies and shutters • exterior light fixtures	X		
	Repair or replacement of any existing feature introducing new design elements minimally or not visible from the public right-of-way		X	
	Repair or replacement of any existing feature introducing new design elements visible from the public right-of-way			X
	Painting of materials not previously painted (including but not limited to brick, stone, tile and masonry)			X
	New Construction and Additions			
	Additions and new construction to a Principal Structure visible from the public right-of-way			X
	Construction of a new Principal or Accessory Structure			X
	Additions and new construction to a Principal Structure or Accessory Structure minimally or not visible from the public right-of-way		X	
	Mechanical Equipment			
	New rooftop or ground-mounted mechanical equipment		X	
	Replacement rooftop or ground-mounted mechanical equipment		X	
	Demolition and Relocation			
	Demolition of a Principal Structure			X
	Demolition of a part of a Principal Structure minimally or not visible from a public right-of-way		X	
	Relocation of a Principal Structure			X
	Accessory Structures			
	Removal of an accessory structure			X

	New Accessory Structures			X
	Changes to an accessory structure		X	
	Site Improvements			
	Changes, new work or demolition of: • Landscaping • Sidewalks and patios • Fences and walls • Swimming pools, hot tubs	X		
	Interior Changes			
	Any change to the interior of a structure	X		

*Paint color of designated historic structures is not regulated by the city.

Definitions:

Preservation

The act or process of applying measures necessary to sustain the existing form, integrity and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Rehabilitation

The act or process of making possible an efficient compatible use for a property through repair, alterations and additions while preserving those portions or features that convey its historical, cultural or architectural values.

Restoration

The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Reconstruction

The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Public Right-Of-Way

Any street, avenue, boulevard, highway, alley, or public space which is opened or controlled by a public governmental entity.

In-Kind Replacement

When the replacement material can be based on documentary or physical evidence of the original features, new work must match the old (both physically and visually) in material, design, scale, color, and finish. Additionally, the replacement of extensively deteriorated or missing components of features must also be based on surviving examples (when present) or documented research.